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PLEASE RETURN TO

OFFICE

D/ODP

NAME

TUBE STATION

ROOM NO. AND BUILDING

☐

PLEASE DESTROY

**R
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ROUTING AND TRANSMITTAL SLIP

Date
14 Jan 1983

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. D/CPAS	<i>Me</i>	<i>14</i>
2. D/ODP - read file		
3. EXO	<i>GW</i>	<i>17 Jan</i>
4. DD	<i>ET</i>	<i>18 Jan</i>
5. DD/P/ODP - Your Action DUE: 1 FEB	<i>DW</i>	

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

1. Coordinated by [redacted] with
[redacted], ODP.

*ticketed for 2/1/83
paid 1/18/83*

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
Chief, ASG/CPAS/DDI	6F39 Hqs
	Phone No.

5041-102

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

ADMINISTRATIVE INTERNAL USE ONLY

17 JAN 1983

MEMORANDUM FOR: Director, Office of Data Processing

FROM: Director, Office of Current Production and
Analytic Support, DDI

SUBJECT: NBI Word Processing Equipment

1. I have learned that some offices within the Agency are currently canceling leases for installed NBI word processing equipment. Offices are ordering Wang equipment as replacements. We are interested in picking up some of the NBI units which are released.

2. Lease/purchase credits would be lost if the NBIs are removed from Agency Offices and returned to NBI. The credits as of 31 December 1982 totaled \$49,629. The DI anticipates a short-term need for more NBI units; we currently have outstanding requirements for 18 keyboards.

3. In addition to the purchase credits, NBI will waive a second installation charge of \$300 per keyboard and the additional \$100 printer installation charge. This amounts to an added savings of \$8,200 (19 printers, 21 keyboards).

4. An inventory of Agency components canceling NBI leases is as follows:

Office of Inspector General	3 keyboards
NPIC	5 keyboards
Office of Personnel	6 keyboards
DDS&T	1 keyboard
Office of Finance	6 keyboards
Total	21 keyboards

5. I realize some added paper work might be required but believe the associated cost saving is in our best interest.

STAT
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